

**Date:** 22.12.2020

**Time:** 02:00 PM

**Place:** LH-2, KIAMS Pune



## Minutes of Meeting

### **Meeting Attended by:**

1. Mr. R.R. Deshpande (Management Representative and Member, Governing Council, IQAC, KIAMS)
2. Prof. (Dr.) L.K. Tripathy (Director & Chairman, IQAC, KIAMS)
3. Dr. Bidyanand Jha (Dean Academics & Director, IQAC, KIAMS)
4. Prof. Pankaj Roy Gupta
5. Prof. Ashok Patil
6. Prof. Subrata Nandi
7. Prof. Roshan Raju
8. Prof. Kiran Kumar
9. Mr. Kushal Kishore Mishra
10. Mr. Nikhil Pardeshi
11. Mr. Kishor Patil
12. Mr. Sambhaji Patil
13. Mr. Sudhir Gurav
14. Ms. Shruti Das
15. Mrs. Smita D'Aguiar
16. Mr. Littin Sebastian
17. Ms. Vaishali
18. Dr. R.K. Patnala
19. Mr. Umesh Rakshe

The meeting was chaired by Mr. R.R. Deshpande, Management Member, Governing Council, KIAMS and the following agenda points were discussed:

### **1. Agenda -1**

#### **Introduction**

Dr. L.K. Tripathy, Director & Chairman IQAC, KIAMS Pune led the meeting by welcoming all the members present in the meeting and by giving a brief introduction of Mr. R.R Deshpande and welcoming him to the IQAC, KIAMS, Pune. This was followed by self-introduction of all the employees of KIAMS present in the meeting to Mr. R.R. Deshpande sir, Member-Governing Council, KIAMS, Pune and Harihar.

### **Agenda 2**

#### **Process Manual & NBA Updates**

Dr. L.K. Tripathy, Director & Chairman IQAC, KIAMS Pune, shared the details on the process of NBA. Further it was handed over to Dr. Bidyanand Jha, Dean Academics & Director, IQAC, KIAMS Pune. to Present and explain the Standard Operating Process Manual & NBA SAR Process. He Highlighted on Vision, Mission, PEO, PO, PO's and the Values. He also shared about the new initiative of Gurukul for the Non-teaching staff and Question Bank creation in the Examination Department.

### Agenda 3 Updates on the List of IQAC Member

Mr. R.R. Deshpande was updated on the list of the IQAC members and all members present were handed over the Letter of Nomination at the hands of Mr. R.R. Deshpande.

Sr.No	Name	KIAMS Designation	IQAC Composition
1	Dr. Laxman Tripathy	Director	Chairman
2	Dr. Bidyanand Jha	Dean Academics	Director/Coordinator
3	Mr. R.R.Deshpande	Member, Governing Council	Management Representative
4	Mr. Pankaj Roy Gupta	Head Corporate Relations and Business Analytics	Member
5	Mr. Ashok Patil	Area Chair, Finance	Member
6	Mr. Subrato Nandi	Area Chair, Marketing	Member
7	Mr. Roshan Raju	Area Chair, Operations	Member
8	Mr. Kiran Kumar	Controller of Examination	Member
9	Dr. R.K.Patnala	Librarian	Member
10	Mr. Kishore Patil	Manager - Finance	Member
11	Mr. Nikhil Pardeshi	Manager- Administration	Member
12	Mr. Kaushal Kishore Mishra	Manager- Admissions	Member
13	Ms. Pravallika	Student, Batch of 2019-21	Member
14	Mr. Kunal Bhardwaj	Student, Batch of 2020-22	Member
15	Mr. Anand Bhalerao	Parent - Mr. Aditya Bhalerao (External)	Member
16	Mr. Bhuvnesh Balki	Representative- Recruiting Firm (External)	Member
17	Mr. Anil Yadav	Alumni KIAMS Pune	Member

### Agenda 4 Review of all Process Manuals

It was discussed and decided that all process manuals will be reviewed by IQAC and only with its ratification will all manuals come in force. To start with the Committee will

review the draft Admissions Manual, following which it will be shared with all the members and the draft will be finalized after discussing and including the relevant points being raised by all the members. Post that the revised and final draft Manual will be presented to the IQAC for its approval.

**Agenda 5**  
**Interaction and Open Session**

Members present in the meeting had an open session with Mr. R.R. Deshpande. During his interaction Mr. R.R. Deshpande sir emphasized on the fact that a self-motivated employee is always an asset to the organization .One need not remain static just clinging to the assigned tasks but should always move towards perfection in his/her area of activities.

During the meeting there were the following three Action Items, discussed as follows:

Sr. No	Items	Description
1.	Examination Section	Dean Academics and Controller of Examinations will visit to VIT to analyse the process of its Examination Department.
2.	Frequency of IQAC Meeting	It should be held every Tuesday once in a week (2:00 pm)
3.	Department wise Manuals	Manuals to be prepared by each and every department and is to be presented, discussed and finalised with IQAC for its smooth implementation.

The meeting concluded offering vote of thanks to the Chair.



Kirloskar Institute of Advanced  
Management Studies  
**Director**